

## **EDITED TASK LISTING**

### **CLASS: ACCOUNTING OFFICER (Supervisor)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Perform Cash reconciliation for CDC to evaluate and monitor cash flows utilizing CALSTARS reports, SCO records, spreadsheets, ten-key calculator, etc. in accordance with SAM and CALSTARS manual.
<b>2.</b>	Perform Revolving Fund reconciliation for CDC to monitor balance maintained at SCO utilizing CALSTARS reports, SCO records, spreadsheets, source documents, ten-key calculator, etc. in accordance with SAM and CALSTARS manual.
<b>3.</b>	Assisting staff in researching/resolving difficult accounting problems by facilitating the process (i.e., providing direction/resources or clarification of policies and procedures, etc.) utilizing various tools, aids, equipment, and/or processes as needed.
<b>4.</b>	Performs audits (e.g., claim schedules, cash funds, use of office revolving funds, etc.) for CDC to ensure compliance with SAM, etc. utilizing audit checklist, rules and regulations, desk procedures, etc. as scheduled.
<b>5.</b>	Review Accounts Receivable Aging report for CDC pending invoices utilizing CALSTARS reports and source documents in accordance with SAM, DPA, MOUs, and CALSTARS.
<b>6.</b>	Prepare sales/use/fuel taxes for CDC to report information to the Board of Equalization (BOE) utilizing various resources (e.g., source documents, tax returns, CALSTARS reports, manuals, spreadsheets) in accordance with SAM and BOE guidelines.
<b>7.</b>	Prepare/review Discharge of Accountability for CDC to request removal of an uncollectable debt through the DOF utilizing source documents, CALSTARS reports, collection letters and/or collection processes, etc. in accordance with SAM and DOF guidelines.
<b>8.</b>	Prepare/review Claims for Reimbursement for CDC to the SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines.
<b>9.</b>	Prepare monthly Late Payment Penalty Report to provide detailed information to CDC headquarters of late payment occurrences to vendors utilizing source documents, CALSTARS reports, etc. in accordance with Accounting Information Memo (AIM).
<b>10.</b>	Prepare monthly Statistical Report to provide detailed work activity information and discounts lost/earned to CDC headquarters utilizing source documents, CALSTARS reports, etc. in accordance with AIM.
<b>11.</b>	Prepare Quarterly Aged Accounts Receivable report to CDC headquarters to provide information of total outstanding amount(s) owed to the state utilizing source documents, CALSTARS reports, etc. in accordance with FIM.
<b>12.</b>	Post journal entries to CALSTARS to accurately record transactions posted by various control agencies (i.e., SCO, STO, Prison Industry Authority (PIA), and DGS) utilizing source documents in accordance with SAM.

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<b>13.</b>	Approve claim schedules certifying accuracy and validity of expenditures for vendors, CDC employees, and inmates to be submitted to SCO for issuance of payment utilizing source documents, rules and regulations, CALSTARS, etc. in accordance with DOM, SAM, and SCO.
<b>14.</b>	Review and assist lower level staff in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, manuals, source documents, etc. in accordance with UCM and CALSTARS.
<b>15.</b>	Review CALSTARS reports for posting errors to ensure accuracy of expenditures (e.g., index, object, and Program Cost Account (PCA) codes) utilizing source documents, CALSTARS reports, and AIM in accordance with CALSTARS, UCM, and SAM.
<b>16.</b>	Review Office Revolving Fund Aging report (i.e., travel, salary, and expense advances) for CDC utilizing CALSTARS reports and source documents in accordance with SAM, DPA, MOUs, and CALSTARS.
<b>17.</b>	Review Accounts payable (i.e., accrued expenses) for CDC to identify abnormal balances and potential adjustments to be made utilizing CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.
<b>18.</b>	Review and monitor encumbrances (e.g., purchase orders, contracts, service and expense orders, etc.) for CDC to identify validity and aging utilizing CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.
<b>19.</b>	Review and monitor reportable payments to such entities as vendors, employees, etc. made by CDC for the purpose of providing tax information accessed by Franchise Tax Board (FTB) and Internal Revenue Service (IRS) utilizing CALSTARS and source documents in accordance with DOF, CALSTARS Manual, SAM, FTB/IRS codes, and AIM.
<b>20.</b>	Act as a liaison for claims submitted to the Board of Control (BOC) by inmates, employees, or vendors to secure recommendation for payment utilizing a tracking system in accordance with SAM and BOC.
<b>21.</b>	Communicates in a professional and effective manner with others (e.g., management, vendors, control agencies, institution/program staff, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
<b>22.</b>	Prepares drafts for management's signature to address various accounting issues utilizing various resources, tools, etc. as needed and/or upon request.
<b>23.</b>	Prepare/present policies and procedures to address various accounting processes for the department utilizing various resources, tools, etc. as needed and/or upon request.
<b>24.</b>	Delivers effective oral presentations to management, customers, and technical staff utilizing various tools, equipment, and aids as appropriate.

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<b>25.</b>	Plan, organize, monitor and review the work of others in the assignment of their duties to optimize the use of resources and ensure quantity/quality of work performed utilizing basic supervision skills as needed.
<b>26.</b>	Evaluates employee's performance (Individual Development Plans (IDP)/Probationary Reports) to ensure performance objective standards are met by monitoring work assignments and behaviors as required by State Personnel Board (SPB) and DOM.
<b>27.</b>	Administer and document Progressive Discipline, within area of supervision, in accordance with Departmental policy to encourage and promote appropriate behavior utilizing basic supervision skills as necessary.
<b>28.</b>	Ensure staff and working environment are in compliance with Health and Safety to produce a safe workplace utilizing safety checklist, emergency handbook, etc. in accordance with State Compensation Insurance Fund, Occupational Safety and Hazard Administration, SAM, and DOM .
<b>29.</b>	Ensure adequate separation of duties for staff within the accounting operation to ensure internal controls exist utilizing a separation of duties matrix in accordance with Government Codes, GAAP, SAM, and FIM.
<b>30.</b>	Carries out supervisorial responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans Disability Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies.
<b>31.</b>	Develop/revise duty statements to provide and/or update information related to job duties and expectations utilizing various resources (e.g. class specification, technology, departmental directives, board items, knowledge, etc.) as needed.
<b>32.</b>	Establish and update desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency utilizing various resources (e.g. departmental directives, laws, rules, regulations, legislation, technology, knowledge, examples of work documents, etc.) as needed.
<b>33.</b>	Identify and make recommendations to management regarding staffing needs in order to meet operational demands utilizing workload statistics, timesheet/overtime reports, etc. as needed.
<b>34.</b>	Prepare hiring package (i.e., Request For Personnel Action, job advertisement, duty statement, organizational chart, etc.) for management approval to initiate the hiring process utilizing unit roster, vacancy reports, etc. as needed.
<b>35.</b>	Perform interview and hiring process within the Accounting Office (i.e., process employment inquiries, screen applications, develop interview questions, schedule/conduct interviews, and complete reference checks) in order to secure the most qualified and desirable candidates utilizing SPB and DPA guidelines in accordance with EEO, DOM and SPB.

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<b>36.</b>	Identify training needs of subordinate staff to ensure successful completion of evaluation period while maintaining a productive workflow utilizing daily feedback from peer audits, staff meetings, IDPs, probationary reports, etc. as needed.
<b>37.</b>	Develop a training plan for staff and schedule as deemed necessary to ensure compliance with mandated training utilizing MOUs, DOM, etc. as required.
<b>38.</b>	Develops materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations, etc. relating to various accounting functions as needed and/or requested by management.
<b>39.</b>	Provides on-the-job training for staff to increase and broaden their knowledge, experience, and skills utilizing and recommending special assignments and afford employees the opportunity to attend in-service/out-service training, etc., pursuant to DOM.
<b>40.</b>	Motivate staff to encourage a positive work environment utilizing various resources (e.g. interpersonal skills, personnel management techniques, knowledge, etc.) on a daily basis.
<b>41.</b>	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques as needed.
<b>42.</b>	Conduct meetings with departmental staff and outside entities to provide information relevant to accounting policies and procedures using supportive data (e.g. expertise, source documents, departmental directives, research data, etc.) as needed and/or requested by management.